

Agency Administrator's Briefing to Incident Management Team

General Information

Name of Incident:	Type of Incident:
Incident Start Date: Time: Cause:	Approximate Size of Incident: Location:
General Weather Conditions:	
Local Weather or Behavioral Conditions:	
Land Status:	
Local Incident Policy:	
Resource Values Threatened:	
Private Property or Structures Threatened:	
Capability of Unit to Support Team (Suppression and Support Resources):	
Page 1 of 12	

Command Information

Written Delegation of Authority	
Agency: _____ Resource Advisor: _____ Agency Administrator's Representative: _____	
Transition	
Name of Current Incident Commander: _____ Time Frame for Team to Assume Command: _____ Date: _____ Time: _____ Recommended Local Participation in IMT Organization: _____ Current IC and Staff Roles Desired after Transition: _____	
Other Incidents in Area: _____	
Other Command Organizations (Unified/Area/MAC): _____	
Local Emergency Operations Center (EOC) Established: _____	
Trainees Authorized: _____	
Legal Considerations (Investigations in Progress): _____	

Command Information Continued

Known Political Considerations:

Sensitive Residential and Commercial Developments, Resource Values, Archeology Sites, Roadless, Wilderness, and Unique Suppression Requirements:

Local Social/Economic Considerations:

Private Representatives Such as timber, Utility, Railroads, and Environmental Groups:

Incident Review Team Assigned (FAST, Audit, Other):

Incident Information

IIO Organization Reports To	
Incident Commander:	Agency Administrator:
Local Public Affairs:	Other:
Provide Incident Information Updates	
Unit FMO:	Expanded Dispatch:
Local Public Affairs:	Other:

Safety Information

Accidents and Injuries to Date:
Condition of Local Personnel:
Known Hazards:
Injury and Accident Reporting Procedures:

Page 4 of 12

Planning Section

General Information	
Access to Fax and Copy Machines:	
Access to Computers and Printers:	
Existing Pre-Attack Plans:	
Other Nearby Incidents Influencing Strategy/Tactics/Resources:	
Training Specialist Assigned or Ordered:	
Training Considerations:	

Planning Section Continued

Situation Unit	<p>General Weather Conditions/Forecasts:</p> <p>Fire Behavior:</p> <p>Local Unusual Fire Behavior and Fire History in Area of Fire:</p> <p>Fuel Type(s) at Fire:</p> <p>Fuel Type(s) Ahead of Fire:</p>
Resources Unit	<p>Refer to Attached Resource Orders:</p> <p>Personnel on Incident (General):</p> <p>Equipment on Incident (General):</p> <p>Resources on Order (General):</p> <p>Incident Demobilization Procedures:</p> <p style="text-align: right;">Page 6 of 12</p>

Operations Section

Priorities for Control, Wildland Fire Situation Analysis Approved:

Current Tactics:

Incident Accessibility by Engines and Ground Support:

Air Operations

Air Tactical Group Supervisor:

Airtankers Assigned:

Effectiveness of Airtankers:

Air Base(s): Telephone:

Operations Section Continued

Air Operations Continued

Helicopters Assigned:

Helibase Location:

Crash/Rescue at Helibase:

FAR 91.137 Assigned (Describe):

Flight Hazard Map Available/Know Hazards in Area:

Smoke/Visibility Conditions:

Aviation Safety Team Assigned or Ordered:

Logistics Section

Facilities Unit	<p>ICP/Base Pre-Plans: Yes No</p> <p>ICP/Base Location:</p> <p>Catering Service/Meals Provided:</p> <p>Shower Facilities:</p> <p>Security Considerations:</p> <p>Incident Recycling:</p>
Supply Unit	<p>Duty Officer or Coordinator Phone Number:</p> <p>Expanded Dispatch Organization:</p> <p>Supply System to be Used (Local Supply Cache):</p> <p>Single Point Ordering:</p> <p style="text-align: right;">Page 9 of 12</p>

Logistics Section Continued

Communications			
Communications System(s)			
NFRC System on Order:	Yes	No	Type:
Local Network Available:	Yes	No	
Temporary			
Cell Phone Cache Available:	Yes	No	
Landline Access to ICP:	Yes	No	
Local Telecom Technical Support:			
Ground Support Unit			
Route to ICP/Base:			
Route From ICP/Base to Fire:			
Medical Unit			
Nearest Hospital or Desired Hospital:			
Nearest Burn Center, Trauma Center:			
Nearest Air Ambulance:			
Page 10 of 12			

Finance Section

Name of Incident Agency Administrative Representative:

Name of Incident Business Advisor (If Assigned):

Agreements and Annual Operating Plans in Place:

Jurisdictional Agencies Involved:

Need for Cost Share Agreement:

Cost Unit

Fiscal Considerations:

Cost Collection or Trespass:

Management Codes in Use:

Finance Section Continued

Procurement Unit	<p>Buying Team in Place or Ordered:</p> <p>Contracting Officer Assigned:</p> <p>Copy of Local Service and Supply Plan Provided:</p> <p>Is All Equipment Inspected and Under Agreement:</p> <p>Emergency Equipment Rental Agreements</p>
Compensation/Claims Unit	<p>Potential Claims:</p> <p>Status of Claims/Accident Reports:</p>
Time Unit	<p>Payroll Procedure Established for T&A Transmittal:</p> <p style="text-align: right;">Page 12 of 12</p>